



Nebraska Department of Education  
301 Centennial Mall South, PO Box 94987  
Lincoln, NE 68509-4987  
NDE Helpdesk 1-888-285-0556 or ADVISERHelp@Nebraskacloud.org

Instructions updated: January 24, 2019

## Days In Session / Instructional Program Hours

Due Date: June 15  
Audit Window Close Date: June 30

### SCOPE

The Days in Session / Instructional Program Hours collection consists of 2 different reports: Days in Session and Instructional Program Hours.

Days in Session is the actual number of days school is open with teachers and students, not what was originally planned. Only Nonpublic systems need to complete this section.

Instructional Program Hours are the actual instructional program hours in session (not just scheduled) for the school year. All Public, Special Purpose and Nonpublic systems must complete this section.

### DIRECTIONS

#### Access

Accessing the Days in Session / Instructional Program Hours collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

1. Log into the NDE Portal at <https://portal.education.ne.gov>
2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	<a href="#">Edit/Remove</a>	<a href="#">Consolidated Data Collection (CDC)</a>

- From the Open Collections list, choose **Days in Session / Instructional Program Hours**

GENERAL	<a href="#">Report on Suspension/Expulsions</a>
GENFRAI	<b>Days In Session/Instructional Program Hours</b>
	<a href="#">Nebraska Education Profile (NEP) Information</a>

## Navigation




Upon entering the collection, you will see

- The Title
- A Main Menu list of options
- A list of the school(s) to report and their status
- A View Summary Report button, and
- The Submit/Approve section (Only Approver user types will see the Approve button)

NDE FORM #02-0066

## DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS Public Districts, Non-Public Systems and State Operated

2 → [Contact Us](#) [Click for Instructions](#)

	CODISTSCH	NAME	STATUS
<a href="#">Edit</a>	00-0000-001	EXAMPLE HIGH SCHOOL	
<a href="#">Edit</a>	00-0000-002	EXAMPLE MIDDLE SCHOOL	
<a href="#">Edit</a>	00-0000-003	EXAMPLE ELEM SCHOOL	

 = Incomplete  = Completed

4 → [View Summary Report](#)

ACTION	STATUS	DATE	USER
<a href="#">SUBMIT</a>	Not Submitted	N/A	N/A
<a href="#">APPROVE</a>	Not Approved	N/A	N/A
<a href="#">Print Page</a>			

## Main Menu

- [Contact Us](#) – Lists NDE contacts to call or email if you have questions while completing the report
  - [Click for Instructions](#) – Opens this documents
- Other menu items seen through the collection include
- [Collection Main Page](#) – Returns user to Days in Session /Instructional Program Hours collection main page
  - [CDC Main Page](#) – Takes user back to the Consolidated Data Collections main page
  - [Logout](#) – Closes the current tab and returns user to NDE Portal

## To Begin







The **Edit** button will take you to the area where you can complete both Days In Session and/or Instructional Program Hours per school.

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### DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS Public Districts, Non-Public Systems and State Operated

Contact Us

Click for Instructions

	CODISTSCH	NAME	STATUS
	00-0000-001	EXAMPLE HIGH SCHOOL	
	00-0000-002	EXAMPLE MIDDLE SCHOOL	
	00-0000-003	EXAMPLE ELEM SCHOOL	



=Incomplete



= Completed

View Summary Report

## DAYS IN SESSION

*Nonpublic systems only*

Days in Session is the number (to the nearest tenth) that is the actual number of days school is open with teachers and students in school, not what was originally planned. In grade levels where one or more student(s) were enrolled full-time for only part of the school year and no students were enrolled for the remainder, use the same number of days in session as though the students would have been enrolled for the entire year. Only report actual days in school.

<b>The grades reported for this school are (there was no membership submitted in fall membership for this district). Days in Session will need to be submitted for those grades.</b>	
<b>REPORT DAYS IN SESSION</b>	
Report the number (to the nearest tenth) the actual number of days school is open with teachers and students in school, not what was originally planned. (See instructions for more information.)	<b>DAYS IN SESSION (1 decimal place)</b>
PRE-KINDERGARTEN (Early Childhood)	0.0
KINDERGARTEN	0.0
GRADE 1	0.0
GRADE 2	0.0
GRADE 3	0.0
GRADE 4	0.0
GRADE 5	0.0
GRADE 6	0.0
GRADE 7	0.0
GRADE 8	0.0
GRADE 9	0.0
GRADE 10	0.0
GRADE 11	0.0
GRADE 12	0.0

Days in Session should be the same number as the total possible days in attendance. If a student is present every day, the days of attendance and the days in session should be the same for that student's grade level, unless there is an exception as noted below where sections of a grade level have differences in attendance.

In cases where the actual number of days varied among sections of the grade being reported, use the **lowest** number Days In Session for that grade level.

Example 1: One section of Kindergarten met for 172 days, and the second section of Kindergarten met for 170 days. Report the lower number of the two: 170 days.

**12<sup>th</sup> grade Days In Session:** In the case of 12<sup>th</sup> graders, report the number of Days In Session that would be required for the **majority** of the 12<sup>th</sup> graders. If some 12<sup>th</sup> grade students exceed that number of days in order to complete their graduation requirements that's OK.

**Pre-Kindergarten Days In Session:** Nonpublic systems are not required to complete the Pre-Kindergarten Days in Session.

NOTE: Late start and early dismissal days may count as a portion of a day or a full day. Guidance follows individual system policy.

Grades highlighted grey in the collection are not required to be completed, as they aren't associated with the school currently in view. This includes all grades for Public and Special Purpose schools since this information is now reported through ADVISER.

State Operated Schools do not need to report DAYS In Session.	
REPORT DAYS IN SESSION	
Report the number (to the nearest tenth) the actual number of days school is open with teachers and students in school, not what was originally planned. (See instructions for more information.)	DAYS IN SESSION (1 decimal place)
PRE-KINDERGARTEN (Early Childhood)	0.0
KINDERGARTEN	0.0
GRADE 1	0.0
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GRADE 8	0.0
GRADE 9	0.0
GRADE 10	0.0
GRADE 11	0.0
GRADE 12	0.0

The “grades reported for this school” at the top of the form are the grades that the district reported in the ESU/District/System/Schools Information Report found in the Consolidated Data Collection. If these grades are not accurate, please contact Ginny Carter at (402) 471-2369 or [ginny.carter@nebraska.gov](mailto:ginny.carter@nebraska.gov).

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**2018-2019 DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS**

EXAMPLE COMMUNITY SCHOOLS [00-0000-000]

EXAMPLE HIGH SCHOOL

[00-0000-001]

The grades reported for this school are 9, 10, 11, 12. Days in Session will need to be submitted for those grades.

**REPORT DAYS IN SESSION**

Report the number (to the nearest tenth) the actual number of days school is open with teachers and students in

DAYS IN SESSION

**INSTRUCTIONAL PROGRAM HOURS**

*Public, Nonpublic and Special Purpose*

For each grade or group of grades designated, report the actual instructional program hours in session (not just scheduled) for the school year.

Any GRADE sections highlighted grey do not need to be entered.

INSTRUCTIONAL PROGRAM HOURS: (Report in whole numbers hours actually in session - not just scheduled.) IMPORTANT: See Instructions if you do NOT meet minimum hours.				
GRADES (Report hours in whole numbers.)				
Full Day Pre-Kindergarten (Qualified and/or grant funded minimum hours 450)	Part Day Pre-Kindergarten (Qualified and/or grant funded minimum hours 450)	Kindergarten (minimum hours 400)	Elementary (minimum hours 1032)	Secondary (minimum hours 1080)
0	0	0	0	0

In cases where the actual instructional program hours in session varied between grades represented in one column, or between sections within the grade(s), report the **lower** number of hours.

For all grades except pre-kindergarten, exclude lunchtime. You may include recess and passing time, if so indicated in local Board policy. (Students and teachers may be in communication during this time).

**Pre-Kindergarten Program (Public Districts only)**

- Report the actual Instructional Program Hours for the early childhood education program. You may include mealtimes.
- Part-day**  
Report the total number of instructional hours for your part-day (less than 6 hours per day) classroom group of children (center-based pre-kindergarten only). Remember, if a school has multiple classrooms; enter the instructional hours for the individual classroom with the **lowest** number of instructional hours per year. Do not combine all the classroom instructional hours.  
Example: 12 hours/week x 38 weeks/year = 456 hours/year

- **Full-day**

Report the total number of instructional hours for your full-day (6 hours or more per day) classroom group of children (center-based pre-kindergarten only). Remember, if a school has multiple classrooms, enter the instructional hours for the individual classroom with the lowest number of instructional hours per year. Do not combine all the classroom instructional hours.

Example: 32.5 hours/week x 36 weeks/year = 1170 hours/year

**Public Districts serving PK students not Center-Based:** No report is required.

**Pre-Kindergarten Program (Nonpublic and Special Purpose Systems only)**

- These systems are not required to complete the Full Day Pre-Kindergarten and/or Half Day Pre-Kindergarten Instructional Program Hours.

State law requires that schools be in session for a minimum of 450 hours (pre-kindergarten programs receiving state funds), 400 hours (kindergarten), 1032 hours (elementary/middle: K-8) and 1080 hours (secondary: 9-12). If any school does not meet for the minimum required hours, then the district must submit one or both of the following document(s):

1. **Letter of Explanation** - Submit this letter if a school or schools in your district do not meet the minimum number of hours due to the lack of students. Example: District 84 starts the school year with one 6th grader. The student is in school for the first semester (520 instructional hours), but the family moves at the beginning of the second semester. Report 520 hours in the grade elementary column and attach a letter of explanation as to why less than the minimum number of hours is being reported.
2. **Sworn Statement** - 79-213 (R.R.S.) - If a school(s) closes for reasons specified in this statute (epidemic sickness, severe storm conditions, destruction of the school) and as a result does not meet the minimum number of hours, then a sworn statement by the secretary of the school board (under oath) must be submitted outlining the reasons why the minimum hours requirement was not met. The statement must be signed and notarized. A copy of the required statement (in affidavit form) can be found at <http://www.education.ne.gov/APAC/>. Click on Publications and you will see the Affidavit of School Closing (NDE 08-050). Complete and submit it to the Nebraska Department of Education, Attn: School Improvement: Accreditation, PO Box 94987, Lincoln NE 68509-4987.  
Please **DO NOT** submit a sworn statement unless the school **DID NOT** meet the minimum required instructional program hours.

**Finalize Data**

In order to complete the collection, each school will need to have a green check mark under the Status column.

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**DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS**  
**Public Districts, Non-Public Systems and State Operated**

[Contact Us](#) [Click for Instructions](#) [Reports](#)

	CODISTSCH	NAME	STATUS
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<a href="#">Edit</a>	00-0000-002	EXAMPLE MIDDLE SCHOOL	✓
<a href="#">Edit</a>	00-0000-003	EXAMPLE ELEM SCHOOL	✓

= Incomplete = Completed

[View Summary Report](#)

Once all schools have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for your files.

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**DAYS IN SESSION/INSTRUCTIONAL PROGRAM HOURS**  
Public Districts, Non-Public Systems and State Operated

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= Incomplete
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### Submit / Approve

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Administrator.

ACTION	STATUS	DATE	USER
<a href="#">SUBMIT</a>	Not Submitted	N/A	N/A
<a href="#">APPROVE</a>	Not Approved	N/A	N/A
<a href="#">Print Page</a>			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
<a href="#">SUBMIT</a>	Not Submitted	N/A	N/A
<a href="#">APPROVE</a>	Not Approved	N/A	N/A
<a href="#">Print Page</a>			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.